

# ***Create and Approve AMF Invoices***

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## **Scope**

This section describes how to use SFA FMS to create and approve AMF invoices.

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

SFA FMS FFEL GA Payables

## **Distribution**

N/A

## **Ownership**

N/A

## **Activity Preface**

This activity is performed whenever the SFA FFEL GA Payables Manager needs to create and approve AMF invoices.

This procedure continues from:

*Maintain GA Information [PROG0015]*

# Create and Approve AMF Invoices-SFA FMS FFEL GA Payables

## Create and Approve AMF Invoices

**Who:** SFA FFELGA Payables responsibility

**Frequency:** Annually

**Situation:** The Financial Management user must estimate quarterly AMF payments and create and approve estimated quarterly invoices for payment. At the end of the fiscal year, the Financial Management user must review and approve the adjusted actual fourth quarter invoice for payment.

## Create and Approve AMF Estimated Invoice Batches

At the beginning of the fiscal year the Financial Management user will use the previous fiscal year AMF fourth quarter actual invoice to calculate the estimated AMF payments for the first three quarters of the current fiscal year for each GA. Following similar procedures as creating a miscellaneous invoice batch, the Financial Management user will use the SFA Payables responsibility to create and approve one AMF invoice batch for each quarter. Each invoice batch will contain one estimated invoice for each of the GAs.

**FYI:** Akin to LPIF invoice batches, the AMF Invoice Batch naming convention is FFELNSLDSAMFB#

B# is a sequential number that will increase with each batch that is received from NSLDS.

The invoice number within an AMF batch follows the convention ###AMF-ddmmyyyy-DDMMYYYY-#.

### represents the GA code.

ddmmyyyy represents the day-month-year of the quarter.

DDMMYYYY represents the day-month-year the invoice was created.

# represents a sequential number counting the number of invoices in the batch.

The Financial Management user will future date the invoice batches so that the Invoice Date indicates the quarter to which the invoice pertains. NSLDS AMF and LPIF payment terms are Immediate. Therefore, once the invoice is approved, the invoice will be picked up in the next SFA CFO Accounting payment batch immediately following the invoice date. When the payment batch is confirmed, an email notification is sent to the GA and the Financial Partner common mailbox indicating that the FFEL GA NSLDS SOA report is ready to be generated.

Review and Approve Adjusted AMF 4<sup>th</sup> Quarter Invoice. At the end of the fourth quarter, an NSLDS file will be sent to SFA FMS with an actual year-to-date AMF

invoice for each GA. This file is automatically loaded into SFA FMS AP, creating a fourth quarter invoice batch.

The estimated payments from the first three quarters are applied to the fourth quarter invoice. The Financial Management user will review and approve adjusted the fourth quarter invoice for each GA. Once the invoices are approved, the GAs are paid the outstanding balance for the year. When the payment batch is confirmed, an email notification is sent to the GA and the Financial Partner common mailbox indicating that the FFEL GA NSLDS SOA report is ready to be generated.

**End of activity.**